

General Travel Guide for Students

General information:

- Complete the "Request for Travel" form. Complete and obtain proper signatures on GPSG forms. Submit all along with any travel documentation and/or receipts to Kimi B. Tippett in 3027C Colvard M/W/F or in Fretwell 285C on T/R.
- **You must provide** documentation of event, announcement, agenda, accommodations, mode of travel/itinerary, registration, etc. before a Travel Authorization form can be completed. Do not staple any documentation.

Travel Authorization Form:

- A Travel Authorization form must be completed by Kimi even if you are not requesting reimbursement.
- Travel Authorizations must be completed **4-5 weeks prior** to any travel.
- **Travel Authorizations require hand written signatures in other than black ink. (Electronic signatures are not accepted.)**

What to keep in mind while traveling:

- Receipts: You must submit **original, itemized, paid receipts for everything**, including meals (for GPSG). Do not staple any documentation. Clearly label all receipts. EX: Taxi, Baggage Claim, etc.
NOTE: Credit Card/Bank Statements are **NOT** sufficient forms of receipt.
- Airfare: Keep and submit your Boarding pass, used ticket or baggage claim tickets.
- Hotel: Upon return, you **must submit** an itemized bill from your hotel, even if your hotel was prepaid. You must request and submit a "STAY" receipt from the hotel (on hotel stationary) indicating dates of stay along with online billing receipt.
- Registration: **You must provide** an agenda or your name badge, etc. from the conference.
- Foreign Currency receipts: Submit all original receipts. Clearly label: what it is for, date it was incurred, amount paid and supporting documentation of foreign currency used. (Example: Taxi, 9/10/06, 250 Mexican pesos).
- Ground Transportation: When using personal vehicle, you must submit supporting MapQuest (www.mapquest.com) mileage documentation. For airline travel, mileage is allowed from the University to and from Charlotte-Douglas International Airport (15 miles maximum one way) at the current state rate. Overnight parking is reimbursed at a \$10.00 maximum per day or actual rate, whichever is less with paid receipt.

Travel Reimbursement Request Form:

- Travel **Reimbursement forms are due to Travel within 30 days of your return date.** Travel submitted after 30 days is subject to payroll taxation.
- Upon your return, submit all receipts and travel documentation to me with one week of your return.
- **Travel Authorizations require hand written signatures in other than black ink. (Electronic signatures are not accepted.)**

IMPORTANT PRE-PAY INFORMATION:

The travel process is lengthy and time sensitive. If travel documentation is not submitted in the suggested time frame, PREPAYS CAN NOT BE QUARANTEED.